



THE STATE BAR OF CALIFORNIA
Member Services Center
180 Howard Street · San Francisco, CA 94105-1617
(888) 800-3400 · msc@calbar.ca.gov

FOR OFFICIAL STATE BAR USE ONLY _____

Amount Received \$ _____

Check # _____

____ No Check Received

____ Foreign Address

Initials _____

Certificate Request Form

Please use a separate request form for each member

1) MEMBER/REQUESTOR INFORMATION

Member's Full Name: (Mr./Ms.) _____ Member Number: _____

Requestor's Name (if other than member): _____

E-Mail: _____ Phone Number: _____

2) DELIVERY INFORMATION:

Firm/Agency Name: _____ Attention: _____

Address: _____

City: _____ State: _____ Country: _____ Zip: _____ + _____

3) ORDER INFORMATION (see instructions on page 2)

You may request up to 3 total copies per member, in any combination below, for your payment of \$25.

☐ I request a **standard certificate of standing (not notarized)**. Number of copies: _____.
(MOST COMMONLY REQUIRED CERTIFICATE. Includes disciplinary history.)

☐ I request a **foreign (Non-U.S.) jurisdiction notarized standard certificate**. (RARELY REQUIRED)
Number of copies: _____. If paying by check, include a separate money order noting your member number (no personal checks) to cover total notary fees of \$10 per certificate, payable to "The UPS Store". Please allow extra processing time.

☐ I request a **complaint check certificate (a standard certificate with the addition of any complaints filed about me to the State Bar)**. ORDER ONLY IF SPECIFICALLY REQUIRED BY OTHER JURISDICTION.) Number of copies: _____.
A certificate including complaint ("grievance") information may be requested only with the **following signed authorization and accompanying proof of ID** (see page 2) of the member who is the subject of the complaint check. It may be released **only** to another state bar or supreme court or to the authorizing member's address of record. *I authorize the State Bar of California to release any information related to complaints on my record to me or to the state Bar or court listed above in Section 2.*
I wish my complaint check certificate mailed to (select one): the state bar or court listed above in Section 2, **OR**
my address of record with the State Bar of California.

Signature: _____

4) SHIPMENT INFORMATION

Certificates require up to five days for processing, regardless of shipping type.

☐ Please mail my certificate(s). (NOTE: CERTIFICATES CANNOT BE FAXED)

☐ For an extra fee, please send my certificate(s) by overnight UPS.
Add shipping charge to certificate fee paid to State Bar: **\$15** charge for domestic
\$30 charge for foreign

FAX CREDIT CARD ORDERS TO:

Member Services Center
(415) 538-2576

OR MAIL TO:

Member Services Center
180 Howard Street
San Francisco, CA 94105-1617

5) PAYMENT INFORMATION

☐ **Pay by Check:** Make check payable to 'The State Bar of California'

☐ **Pay By Credit Card**

☐ VISA

☐ MasterCard

WE DO NOT ACCEPT
AMERICAN EXPRESS

Card #: _____ Expiration Date (MM/YY): _____ / _____

Name on Card: _____

Billing Address: _____

By my signature below, I hereby authorize The State Bar of California to charge my VISA or MasterCard account for the cost of the certificate(s) as well as any shipping or notary charges requested above.

Signature: _____

Date: _____

Certificate Request Form

Instructions for Requesting a Certificate of Standing

Requests for certificates of standing must be made in writing, by request form or online. For a fee of \$25 per member, you may request a maximum of 3 certificates. See Certificate of Standing Request form for details. Please include the bar number and name of the subject member. Certificates cannot be faxed, and are typically sent out within five (5) working days of receipt of the request. Three types of certificates are available:

- **Standard Certificate of Standing (MOST COMMONLY REQUIRED):** Includes member's full name, bar number and date of admission, plus any name changes, status changes (Inactive, Not Eligible, etc.) administrative actions, reportable actions and disciplinary history.
- **Foreign (Non-U.S.) Jurisdiction Certificate of Standing Requiring Notarization (RARELY REQUIRED):** This is a standard certificate of standing that is notarized, as is occasionally required by foreign country jurisdictions but not by U.S. state bars or supreme courts. You DO NOT need a separate notarized certificate to accompany a complaint check or standard certificate to another U.S. state bar or supreme court.

You are responsible for payment of notary fees in the amount of \$10 for each certificate to be notarized. We will charge the credit card you indicate, or if you are paying by check, please also include a separate money order or cashier's check made payable to "The UPS Store" for the total notary fee. Please allow extra processing time for a notarized certificate.

- **Complaint Check Certificate of Standing (ORDER ONLY IF SPECIFICALLY REQUIRED BY ANOTHER JURISDICTION):** THIS IS A STANDARD certificate of standing WITH THE ADDITION OF any confidential complaint (also called "grievance") information that may have been filed against you. This information might be required if you are applying for admission to another jurisdiction. A complaint check certificate of standing may only be requested by the member who is the subject of the complaint check, and will be released **only with his/her signed authorization and accompanying proof of identification (bar card, DMV driver's license or ID card, or passport)**. It may be sent **only to another state bar or supreme court, or to the authorizing subject member's address of record with the State Bar**. Please indicate the recipient and address on the request form. Please allow extra processing time for a complaint check certificate.

NOTE: A complaint check certificate CONTAINS a standard certificate of standing. It does NOT need a separate standard or notarized certificate of standing to accompany it, and when sent to another U.S. jurisdiction, it does NOT require notarization.

For questions about the procedure for obtaining State Bar Certificates of Standing, please contact the Member Services Center at 1-888-800-3400 or msc@calbar.ca.gov.

California Supreme Court Certificate – Some jurisdictions (for example, the U.S. Supreme Court) require a certificate from the California Supreme Court. These may be obtained from the Court with a written request and a fee of \$1 (dollar bill or check). Send your request, payment and self-addressed, stamped envelope to:

California Supreme Court
350 McAllister St., Room 1295
San Francisco, CA 94102
(415) 865-7000